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| 1. Go to the Windows Icon in the lower left and then click on Computer. |  |
| 1. Across the top, click “Map network drive” |  |
| 1. Choose a different letter (doesn’t matter which) for each of the servers you wish to map and put in the address and click finish   The address for the staff (cmcss) server is  [\\staff.cmcss.net\users](file:///\\staff.cmcss.net\users) |  |
| 1. Your username will be   cmcss\first.last  Your password will be your MyLogin password (same as email and powerteacher) |  |

To get back to the servers you will go to Windows icon (where start used to be) and then Computer….double click on the server you wish to log on to and enter your username and password.

It will keep you logged in until you shut down your computer, so if you have already entered your information it will just take you to the server.